



DEPARTMENT OF THE NAVY

OFFICER TRAINING COMMAND NEWPORT
291 KOLLMAYER STREET
NEWPORT RHODE ISLAND 02841-1644

Canc: Feb 13

IN REPLY REFER TO.

OTCNNOTE 1050

OCT 19 2012

OTCN NOTICE 1050

From: Commanding Officer, Officer Training Command Newport

Subj: 2012-2013 HOLIDAY LEAVE/LIBERTY PERIOD AND GUIDELINES

Ref: (a) OTCNINST 1050.2A

Encl: (1) Facilities Holiday Work Plan

1. Purpose. To announce the Officer Training Command Newport (OTCN) 2012-2013 holiday leave and liberty period and guidelines.
2. Policy. Staff personnel, both military and Civil Service, and students are encouraged to take leave within the limitations imposed by security requirements, training and essential mission services. Contractors will follow the policies/procedures of their company.
3. Thanksgiving Holiday (for Staff only)
 - a. Thursday, 22 November is the Thanksgiving holiday and Friday, 23 November will be a military staff holiday. The Commanding Officer shall maximize to the extent practical the four-day special liberty provision for OTCN personnel during the Thanksgiving Day holiday from close of business (COB) on Wednesday, 21 November until 0730 on Monday, 26 November. Personnel required to work should be those necessary to carry out mission essential tasks and emergent customer service requirements. Military personnel required to work Friday may be compensated by their respective Department Head with a one-day special liberty.
 - b. Civil Service personnel may take leave on Friday, 23 November. Unless on leave, Civil Service employees will be required to work a normal day.
 - c. Training for all students will be suspended from end of training (EOT) on Wednesday, 21 November until 0730 on Monday, 26 November.

4. Thanksgiving Holiday (for Students only)

a. Thursday, 22 November is the Thanksgiving holiday and Friday, 23 November will be a military holiday. The liberty policy for OCS, ODS, and LDO/CWO students will be in accordance with reference (a).

5. Christmas/New Year's Day Leave Period (for Staff only): The holiday leave period will begin at 1600, 21 December 2012 and end at 0730, 7 January 2013. Leave requests in excess of 16 days will be considered on a case-by-case basis. In these instances, the DH will brief the Executive Officer (XO) and Commanding Officer (CO) prior to approval.

5. Christmas/New Year's Day Liberty Period (for Staff only):

a. The holiday liberty period will begin at 1600 on Friday, 21 December 2012 and end respectively at the beginning of a normal work day on Monday, 7 January 2013. OTCN will resume normal operations on 7 January 2013.

b. All hands not on leave will muster at OTCN from 0730-0900 on Wednesday, 26 December; Friday, 28 December; and Wednesday, 2 January 2013. Phone musters are not authorized under any circumstances.

c. Department Heads (DH) shall control working hours to conduct necessary business or emergent matters and grant liberty/leave consistent with accomplishing the mission. DHs or representatives are responsible for personnel accountability of at all times during the holiday period. Any discrepancies or issues shall be reported to the XO or designated representative immediately.

6. Christmas/New Year's Day Leave/Liberty Period (for Students only):

a. Student leave periods will be divided into two periods. The first leave period will begin EOT on Friday, 21 December and end at 0730 on Friday, 28 December. The second leave period will begin at 0800 on Friday, 28 December and end at 1600, 4 January 2013.

b. Student leave requests must be submitted no later than (NLT) 30 November for classes already in session and 7 December for the class arriving on 3 December.

c. All students not on leave will be assigned to the Facilities Department commencing EOT on Friday, 21 December. Students will muster daily with Facilities or designated staff representative on Wednesday, 26 December through Friday, 28 December; and Wednesday, 2 January 2013 through Friday, 4 January 2013. The DH or representative will provide a muster report muster to the XO on staff muster-days or the Command Duty Officer on non- muster days NLT 0900. Phone musters are not authorized under any circumstances. Students will be granted 96 hour special liberty on Saturday, 22 December through Tuesday, 25 December and Saturday, 29 December through Tuesday, 01 January 2013.

d. Students who do not take leave will be divided into three duty sections and man the watches. Students will also perform duties outlined in enclosure (1) while not in a liberty status.

e. Students not assigned to the duty section will be in a liberty status when assigned duties have been completed. Liberty management will be controlled via liberty logs located on the King Hall quarterdeck. The liberty policy for OCS students will be as follows:

(1) Students in end of week three (and H & Med Hold): COB until 2359; on-base liberty with the physical training uniform (PTU), or Navy Working Uniform (NWU).

(2) Students in end of week six: COB-2359, on-base liberty with PTU, NWU, or civilian attire.

(3) Students in end of week 9: COB-2359, island liberty with PTU if exercising, Service Khakis, Service Dress Blues (SDBs), or civilian attire. COB Friday-2359 Sunday island liberty (if 24-hr duty section requirements not withstanding).

(4) Students are not to form liberty groups/buddies with or fraternize either on base or out in town with students from another OCS class in training.

(5) Students are not authorized to consume alcohol.

7. Civil Service Employees

a. Supervisors shall encourage and approve the use of annual leave (liberal leave policy).

b. Civil Service employees are limited in the amount of leave that may be carried into the new year to 240 hours of annual leave. The 2012 leave year ends 12 January 2013. Employees who have annual leave in excess of 240 hours will forfeit the excess leave on that date. Excess leave must be scheduled and approved in advance by the supervisor. If these requirements are not met, the forfeited leave can be restored only under very limited circumstances.

8. Action

a. DHs must ensure that sufficient personnel are available for mission essential tasks as well as any emergent tasks that arise during the holiday leave period.

b. DHs shall brief their personnel on the above policies and coordinate leave requests, ensuring they have a formal holiday leave/liberty plan in place NLT 3 December.

c. All personnel taking leave or special liberty during the holiday leave period shall provide the command with an accurate phone number(s) where they can be contacted on a continuous 24-hour basis in the event of a recall.

9. Personnel who are considering commercial air transportation during this holiday period are urged to make early reservations.


V. P. KEMPER

Distribution: (OTCNISNT 5218.1C)
List I & II

Facilities Student Work/Management Plan:

1. The normal workday will be 0800 until the work is done (normally 1300-1500) each day. The Candidate Officers (CANDIOS) will be the primary leaders of the working parties. Student Pool personnel who are not on leave will also provide management or be used as a separate workforce (DOR/NPQ/attrites). All efforts will be made to minimize the interaction of DOR/NPQ/attrites with students. CANDIOS shall muster remaining students each morning and provide direction for the workday as provided by staff.

2. Below is the preliminary work schedule:

a. Week 1

(1) Strip and wax center passageways King Hall(KH) on all four decks.

(2) Strip, wax, and field day on KH Quarterdeck.

(3) Sanitize all horizontal surfaces in all berthing rooms in KH.

b. Week 2

(1) Strip and Wax all passageways Callaghan Hall (CH).

(2) Strip and wax all classrooms in CH.

(3) Clean all whiteboards in classrooms CH.

(4) Clean all Perry Hall classrooms to include vacuuming and whiteboards.

3. Other departments that have work projects may be added at Facilities' discretion.

4. If P-451 is ready for the command to move, the priority of work would be shifted to needed tasks at P-451.

NSTC/ OTCN Stand Down December 2012 / January 2013

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
December 2012						
					21 Normal Work Day	22 OTCN 96 hr Special Liberty
23 OTCN 96 hr Special Liberty	24 OTCN 96 hr Special Liberty	25 OTCN 96 hr Special Liberty	26 NSTC Work Day OTCN Staff Muster Day RTC Work Day	27 NSTC Work Day RTC Work Day	28 NSTC Work Day OTCN Staff Muster Day RTC Work Day	29 OTCN 96 hr Special Liberty
30 OTCN 96 hr Special Liberty	31 OTCN 96 hr Special Liberty	January 2013				
		01 OTCN 96 hr Special Liberty	02 NSTC Work Day OTCN Staff Muster Day RTC Work Day	03 NSTC Work Day OTCN Staff 96 hr Splib RTC Work Day	04 NSTC Work Day OTCN Staff 96 hr Splib RTC Work Day	05 OTCN 96 hr Special Liberty
06 OTCN 96 hr Special Liberty	07 Normal Work Day	OTCN Muster Day / NSTC Work Day NSTC Work Day OTCN 96 Hour Special Liberty RTC Work Day				